

Increasing Compliance with Trust Procurement Procedures

Steve Newton and Peter Sheils

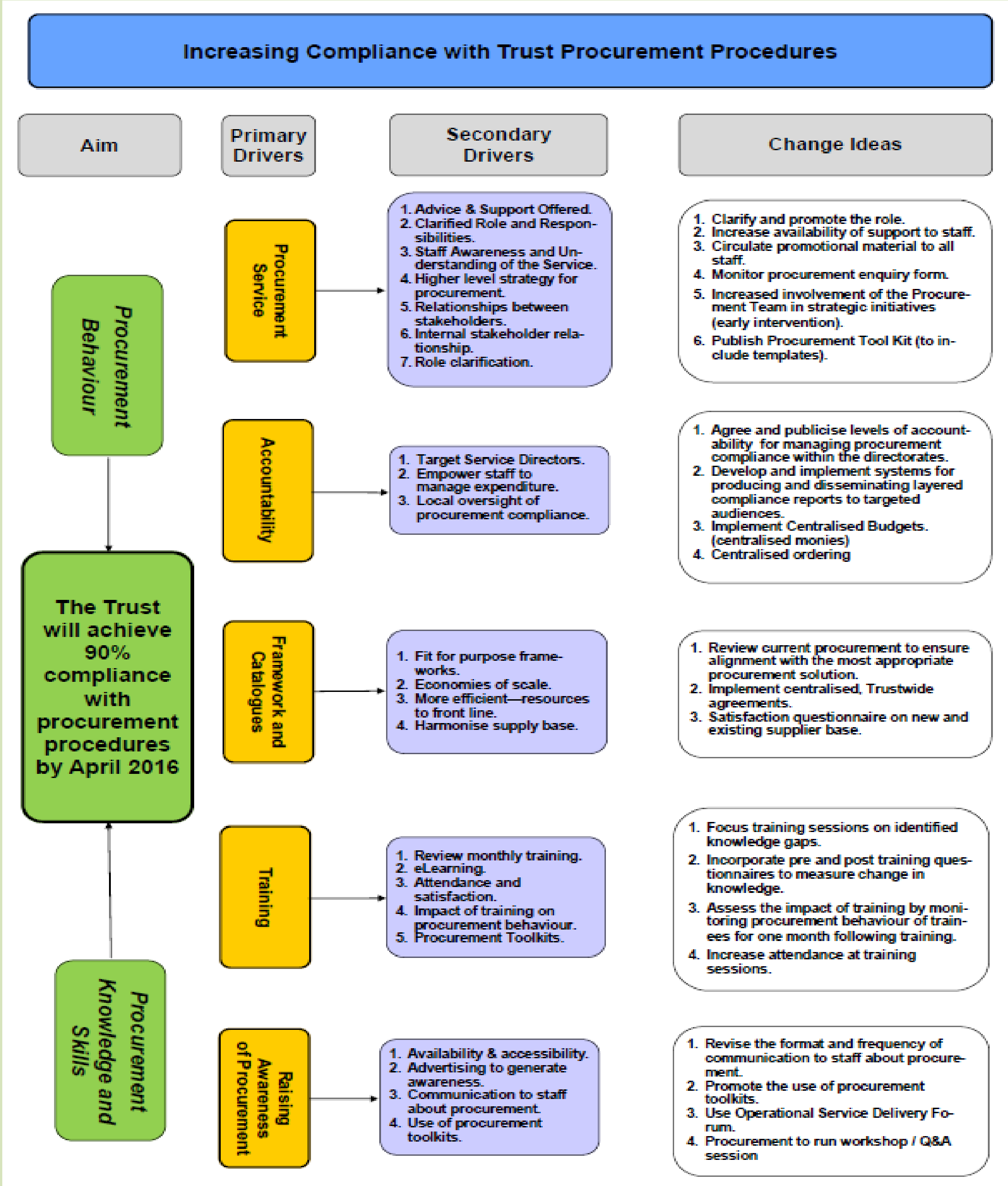
Our Aim

The Trust will achieve 90% compliance with procurement procedures by April 2016

Why is this an important issue to tackle?

- High compliance** with all key aspects of procurement procedures achieves better value for money and better quality products and services.
- Low compliance** gives rise to non-competitiveness resulting in poorer quality products and services and the scope of the available pool of products and services.
- Each year Procurement is audited and given a rating according to compliance with The Standing Financial Instructions.
- Poor compliance with procurement procedures makes the Trust vulnerable to legal challenges by suppliers which could affect the Trust both in terms of reputation and financially.

Our Driver Diagram



Primary driver group members:

Dionne Alleyne, Support Services Team leader, Forensics
 Juliette Brown, QI Team
 Tony Duong, Management Accountant
 Teresa Hall, Head of Admin (Corporate)
 Simon Labonté, ICT Business and Telecommunications Manager, IT
 Michael McGhee, Borough Director, MHCOP and CHN
 Lynda Rainger, Locality Executive Assistant, CHN
 Peter Sheils, Corporate Projects Manager
 Marc Mclean, Service Manager, Diabetic Retinal Screening Service
 Mason Fitzgerald, Director of Corporate Services
 Krunal Sharma, Buyer, Procurement Team
 Steve Newton, Procurement Manager (Project lead)

What are we trying to accomplish?

- A baseline audit of procurement compliance across the Trust was carried out. The audit focused upon analysis of all expenditure above £8,000 (inc. VAT).
- The findings of the audit indicate that expenditure accounting for 60% of suppliers used by Trust have been appointed using correct procurement procedures - this is not a desirable level of compliance.
- This project is aimed at increasing this percentage to 90%.
- Influencable expenditure are those areas of spend which can be influenced in terms of finding a compliant procurement solution.
- Examples of procurement solutions are tenders, use of government frameworks or three quote exercises.



Our Measures

Outcome Measure (within 6 months):

- The number of new, compliant requisitions raised in the month

Process Measure (within 6 months):

Monthly number:

- 3 quote exercises,
- Tenders,
- Alignment to government frameworks
- Waivers
- Number of Oracle users reading the Procurement Bulletin

Balancing Measures: (impact on other team members)Monthly number of request for procurement intervention for influencable spend

- Monthly number of transactional type inquiries e.g. Oracle which are not part of the onsite procurement team remit
- Number of requests for bespoke training
- Number of attendees at training sessions